

Acceptable Use Policy (AUP)

September 2023



Remote Learning and Online Communication -Student

Sir Joseph Williamson's Mathematical School

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using **Google Meet and Classroom**.
 - I should read and talk about these rules with my parents/carers.
 - Video calls will only take place using **Google Meet** and during usual **school** times.
 - My use of **my Google account** is monitored to help keep me safe and I understand a Google Meet call may be recorded.
 - I will not appear in any Google Meet recordings shared with other students.
2. Only members of Leigh Academies Trust can access **Google Meet**.
- I will only use my **school** provided email accounts to access remote learning.
 - I will not share my login/password with others.
 - I will not share any access links to Google Meet or Google Classroom with others.
3. When taking part in remote learning I will behave as I would in the classroom. This includes:
- Following the school behaviour expectations.
 - Using appropriate language.
 - Chromebooks or other devices should not be used to photograph or record (audio/video) any student or staff, or any element of the lesson.
 - For students with a school-issued Chromebook, staff can insist on student cameras being on for all or part of the lesson. Without seeing students, staff cannot check they are working and engaging, and cannot make observations about their appearance, demeanour, dress and surroundings, which are critical from a safeguarding perspective.
4. When taking part in live sessions I will: Mute my video and microphone if requested.
- Wear appropriate clothing and be in a suitable location.
 - Use appropriate alternative backgrounds if necessary.
 - Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
5. If I am concerned about anything that takes place during remote learning, I will speak with my teacher or tell a parent/carer.
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously and will be dealt with using my school's behaviour procedure.
7. This AUP for remote learning will be published on my year group Google Classroom, and by being a member of that classroom I am confirming I have read and understood it.